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ABSTRACT

Personnel policies, job responsibilities, and accounting procedures are summarized for the Los Angeles Community College District's Skill Training Improvement Programs (STIP II). This report first cites references to the established personnel and affirmative action procedures governing the program and then presents an organizational chart for the District showing the position of the STIP II programs. Job descriptions are then provided for three members of the Administrative Office staff: the Director of Instructional Services, the Coordinator of Comprehensive Employment and Training Act (CETA) Programs, and the STIP II accountant. Next, organizational charts and job descriptions are presented for each of the STIP II components: (1) the computer programming component offered by Los Angeles Southwest College: (2) the programs in welding, electronics, machine shop occupations, and automatic vending machine maintenance offered at Los Angeles Trade-Technical College: and (3 and 4) the programs in computer and machine operations offered at Los Angeles Valley College. The job descriptions include statements of responsibility and qualifications for program coordinators, instructors, instructional assistants, counselors, and clerical and other support staff. Finally, the report outlines procedures for obtaining reimbursement for supplies and summarizes the internal monitoring plan used to assess program progress. (JP)

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# STIP II
# SKILL TRAINING IMPROVEMENT PROGRAMS
# ROUND II

## ADMINISTRATIVE PLANS

Los Angeles Community College District
Division of Educational Services
617 West Seventh St.
Los Angeles, California 90017
(213) 628-7788

October 1, 1979

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STIP II

ADMINISTRATIVE PLAN

LOS ANGELES COMMUNITY COLLEGE DISTRICT

The Administrative Plan for the Skill Training Improvement Programs(STIP II) is a plan to ensure accomplishment of the program goals. Most of the plan is common to all the program. Where the plan is unique to a college, it is delineated.

In STIP II at the Los Angeles Community College District there are three locations:

| LOCATION | OCCUPATIONAL AREA | NUMBER OF PARTICIPANTS |
|---|---|---|
| Los Angeles Southwest College<br>1600 West Imperial Highway<br>Los Angeles, California 90041 | Computer Programming | 40 |
| Los Angeles Trade-Technical College<br>400 West Washington Boulevard<br>Los Angeles, California 90015 | Welding | 25 |
| | Machine Shop | 25 |
| | Automatic Vending Machine | 25 |
| | Electronics | 32 |
| Los Angeles Valley College<br>5800 Fulton Avenue<br>Van Nuys, California 91401 | Computer Operator | 34 |
| | Machine Shop | 30 |

ADMINISTRATIVE PLAN

LOS ANGELES COMMUNITY COLLEGE DISTRICT

I. Personnel Procedures

II. Affirmative Action Plan

III. Advisory Groups

IV. Organizational Chart and Job Descriptions

- A. Administrative Offices
- B. Los Angeles Southwest College
- C. Los Angeles Trade-Technical College
- D. Los Angeles Valley College

V. Fiscal Procedures

VI. Internal Monitoring Plan

VII. Public Funding Sources

ADMINISTRATIVE PLAN

LOS ANGELES COMMUNITY COLLEGE DISTRICT

I. PERSONNEL PROCEDURES

The Personnel in the CETA-STIP II Program are governed by Personnel Regulations of the Los Angeles Community College District. The regulations are included here by reference as they are quite lengthy. Some of the more salient procedures were previously submitted to the City.

II. AFFIRMATIVE ACTION PLAN

A copy of the Affirmative Action Plan of the Los Angeles Community College District has already been provided.

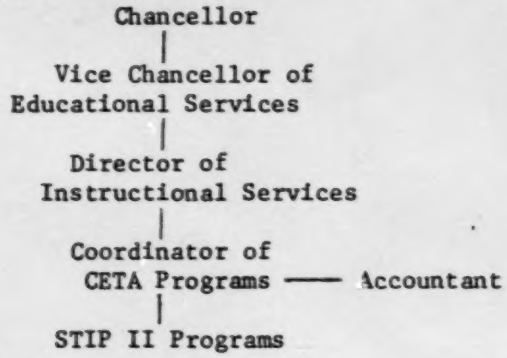
III. BOARD MEMBERS

Members of the Los Angeles Community College Board of Trustees are elected public officials who serve four-year terms.

IV. ORGANIZATIONAL CHART AND JOB DESCRIPTIONS

Organizational charts and job descriptions are attached for the Administrative Office and the colleges.

A. Administrative Office
   1. Organizational Chart



2. Job Descriptions

a. The Director of Instructional Services will have full administrative authority over the program. The position is funded by the Los Angeles Community College District. The minimal qualifications include California Community College credentials in supervision and instruction.

b. Coordinator of CETA Programs

1. Coordination and administration of STIP programs

2. General oversight of program implementation and transmission of information

3. Preparation of contract and contract modification

4. Assistance to campuses in recruitment and intake

5. Assistant to campuses in job development and placement activities

6. Compilation of necessary reports for prime sponsor

7. Provision of technical assistance to campus

8. Liaison with City of Los Angeles staff

Qualifications

Must have California Community College Credential in Instruction and Supervision.

c. Accountant

1. Shall be responsible for submittal of invoices to City

2. Shall be responsible for conformance of fiscal matters with CETA regulations

3. Shall assist the programs in preparing financial reports

4. Shall inform the Coordinator of CETA Programs of any problems or discrepancies in fiscal matters

Qualifications

Graduation from a recognized four-year college with a Major in Accounting or related field with 12 units in Accounting, or a valid license as a Certified Public Accountant and be experienced with CETA programs is required.

## JOB DESCRIPTION

POSITION: Coordinator of CETA Programs

PROGRAM: Skill Training Improvement Programs STIP II, East Los Angeles Voc Ed/Summer Youth Program, Second Start (Title IIB), Summer Youth Employment Program

### STATEMENT OF DUTIES AND RESPONSIBILITIES

1. Districtwide coordination and administration of CETA programs except Title IID and Title VI.

2. Development and submittal of program proposals.

3. Approval of operational plans for training programs

    a. Intake plan
    b. Employability Development Process
    c. Program Activity/Training Plan
    d. Job Development Plan
    e. Administration Plan

4. Coordination of program implementation in accordance with operational plans, contract and federal guidelines.

5. Coordination of required reports for prime sponsor.

6. Represent the District on program activities with the prime sponsor.

7. Prepare program-related portions of contract and contract modifications.

8. Assist the programs as required or requested.

9. Conduct evaluation of program performance.

### QUALIFICATIONS

Must have California Community College Credential in Instruction and Supervision and experience in CETA Programs.

## JOB DESCRIPTION

**POSITION:** Accountant

**PROGRAM:** STIP II

### STATEMENT OF DUTIES AND RESPONSIBILITIES

1. Submit invoices and fiscal reports to the City of Los Angeles as required and in accordance with Fiscal Management Guide.

2. Shall be knowledgeable and ensure conformance of fiscal matters with all contractual and Federal guidelines.

3. Shall assist the Coordinator/Instructors in submitting progress reports.

4. Shall inform the Coordinator of CETA Programs of any problems, discrepancies, or late reports in fiscal matters.

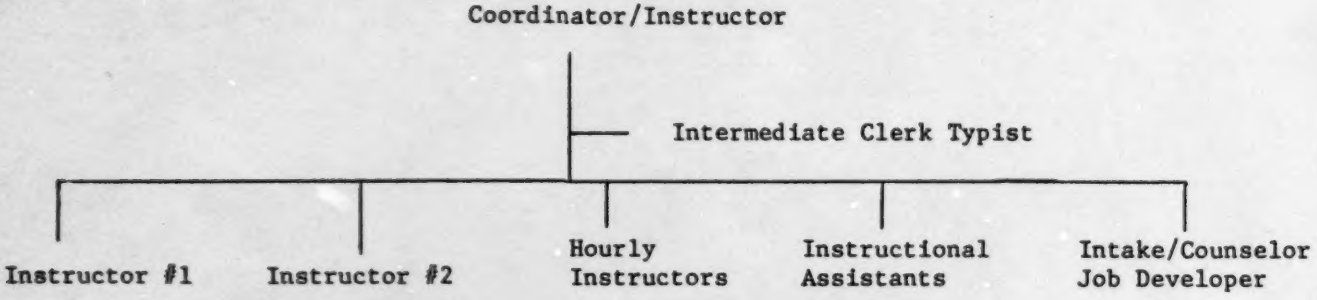
5. Respond to appropriate inquiries by City or Federal staff.

6. Supervise clerical accounting personnel involved in the classification and distribution of income and expenditures.

### QUALIFICATIONS

Graduation from a recognized four-year college with a major in Accounting or related field with at least 12 semester units in Accounting or a valid license in California as a Certified Public Accountant and experience in CETA Programs.

B. Los Angeles Southwest College



## JOB DESCRIPTION

POSITION: Coordinator/Instructor

PROGRAM: Los Angeles Southwest College - Computer Programmer

STATEMENT OF DUTIES AND RESPONSIBILITIES

1. Prepare Operational Plans for the training program.
    a. Intake
    b. Employability Development Process
    c. Program Activity/Training Plan
    d. Job Development
    e. Administration Plan
2. Operate program in accordance with operational plans, City of Los Angeles contract, federal guidelines and District Policies and Procedures.
3. Assist in the development of in-service training programs for program staff.
4. Prepare, submit and maintain payroll, financial, statistical, descriptive and any other reports required or necessary for operation of program.
5. Represent the college on program matters in dealing with other activities and private employers.
6. Establish advisory group and maintain records of meetings.
7. Assist in promoting and publicizing program.
8. Attend workshops, conferences and meetings on program matters.
9. Instruct participants in assigned subject areas in preparation for job placement.
10. Prepare training plan for subject area in accordance with contract and traget occupational and skill levels.
11. Submit attendance reports as required.
12. Submit reports on student progress and consult with other staff members on student progress and development.
13. Assist in the end of program reports and notices.
14. Perform any other duties as required and may be reasonably expected in planning operation of program.
15. Under supervision of Coordinator of CETA Programs and Director of Instructional Services coordinate and implement operation of STIP II Program.

JOB DESCRIPTION

**Position:** Intermediate Clerk Typist

**Program:** Los Angeles Southwest College - Computer Programmer Trainee

Statement of Duties and Responsibilities

1. Performs all clerical duties and provides typing services.
2. Composes letters and reports from oral instructions.
3. Maintains office records and files on trainees and full training staff.
4. Arranges appointments for participants with staff.
5. Answers and refers inquiries and provides approved information to public and District personnel over telephone and in office concerning CETA-STIP program.
6. Receives and distributes office supplies.
7. Keeps time records of program staff.
8. Other related duties as assigned.

Qualifications

Professional. Shall be selected from the current personnel commission list authorizing the performance of the above listed duties.

JOB DESCRIPTION

Position: Instructor

Program: Los Angeles Southwest College - Computer Programmer Trainee

Statement of Duties and Responsibilities

1. Provide instruction that is realistic in terms of current and future job specifications.

2. Provide related instruction with field work, laboratory work, or other occupational experience that is appropriate to the vocational objectives of the student.

3. Utilize a variety of teaching methods which will promote the attainment of desirable goals by each student.

4. Arrange sufficient contact with the work community so that vocational competency of the instructors will be maintained.

5. Participate in the development of instructional materials.

6. Participate in curriculum development for the specific training assignment and for the total program.

7. Seek the assistance of resource persons who are informed about and responsible for the instruction of students with various mental, physical, educational, and other handicaps.

8. Assist in placement of students.

9. Cooperate with local vocational counseling guidance, and placement personnel.

10. Assist the administrator in the preparation of financial reports, data, and other descriptive reports concerning the training program.

Qualifications

Professional. Shall hold a valid California Teaching Credential authorizing teaching of the vocational subject.

JOB DESCRIPTION

Position: Intake/Counselor/Job Developer

Program: Los Angeles Southwest College - Computer Programmer Trainee

Statement of Duties and Responsibilities

1. Recruit applicants for program in order to achieve significant segment goals.
2. Develop with program staff screening process to select participants.
3. Prepare employability development plans.
4. Monitor progress of participants towards occupational goals.
5. Counsel students or arrange counseling for special needs.
6. Meet with program staff to review participants' and program's accomplishment of goals.
7. Prepare job development plan.
8. Contact industry to pursue job placement by mail, phone, advisory meetings.
9. Establish close contacts with potential employers.
10. Maintain records of job referrals, placements, and retention.
11. Maintain contact with employer and participant after placement.

Qualifications

Knowledge and experience in recruitment, counseling, and job development training programs or related programs.

JOB DESCRIPTION

Position: Instructional Assistant

Program: Los Angeles Southwest College

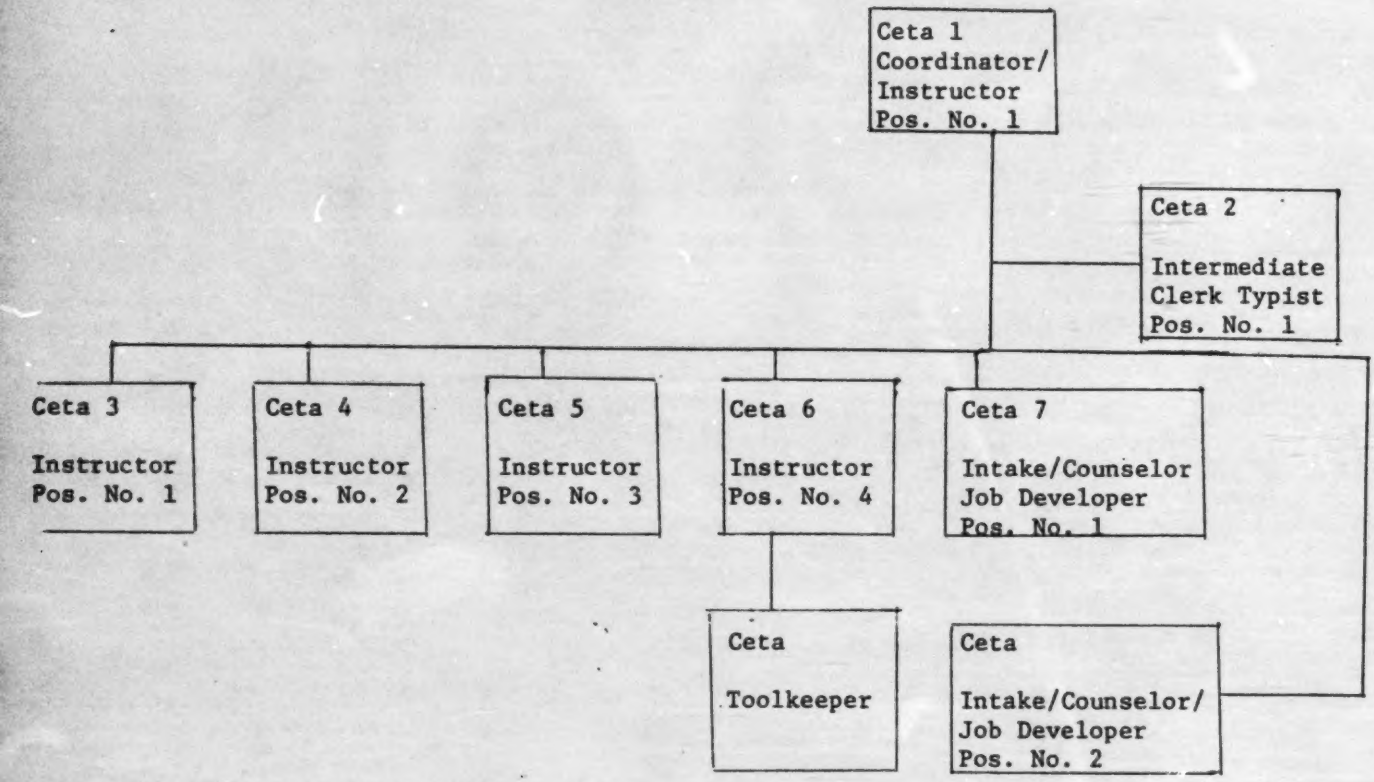
Statement of Duties and Responsibilities

1. Assist the instructor in training of participants.
2. Assist students individually and in small groups.
3. Monitor use of instructional facilities.
4. Reviews assignments submitted by participants.
5. Assist instructors in design and development of study aids.
6. Maintains records of training program.

Qualifications

Experience in occupational field and shall be selected from current personnel commission list.

LOS ANGELES TRADE-TECHNICAL COLLEGE
CETA STIP PROGRAM
ORGANIZATION CHART



JOB DESCRIPTION

POSITION: Coordinator/Instructor

PROGRAM: Los Angeles Trade-Technical College - Electronics, Welding Machine Shop, Automatic Vending Machine

STATEMENT OF DUTIES AND RESPONSIBLITIES

1. Operate program in accordance with operational plans, City of Los Angeles contract, federal guidelines and District Policies and Procedures.

2. Assist in the development of in-service training programs for program staff.

3. Prepare, submit and maintain payroll, financial, statistical, descriptive and any other reports required or necessary for operation of program.

4. Represent the college on program matters in dealing with other activities and private employers.

5. Establish advisory group and maintain records of meetings.

6. Assist in promoting and publicizing program.

7. Instruct participants in assigned subject areas in preparation for job placement.

8. Prepare training plan for subject area in accordance with contract and target occupational and skill levels.

9. Submit attendance reports as required.

10. Submit reports on student progress and consult with other staff members on student progress and development

11. Perform any other duties as required and may be reasonably expected in planning and operation of program.

12. Under supervision of Coordinator of CETA Programs and Director of Instructional Services coordinate and implement operation of STIP II Program.

JOB DESCRIPTION

Position: Intermediate Clerk Typist

Program: Los Angeles Trade-Tech College

Statement of Duties and Responsibilities

1. Performs all clerical duties and provides typing services.
2. Composes letters and reports from oral instructions.
3. Maintains office records and files on trainees and full training staff.
4. Arranges appointments for participants and staff.
5. Answers and refers inquiries and provides approved information to public and District personnel over telephone and in office concerning CETA-STIP program.
6. Receives and distributes office supplies.
7. Keeps time records of program staff.
8. Other related duties as assigned.

Qualifications

Professional. Shall be selected from the current personnel commission list authorizing the performance of the above listed duties.

JOB DESCRIPTION

**Position:** Instructor

**Program:** Los Angeles Trade-Tech College

Statement of Duties and Responsibilities

1. Provide instruction that is realistic in terms of current and future job specifications.

2. Provide related instruction with field work, laboratory work, or other occupational experience that is appropriate to the vocational objectives of the student.

3. Utilize a variety of teaching methods which will promote the attainment of desirable goals by each student.

4. Arrange sufficient contact with the work community so that vocational competency of the instructors will be maintained.

5. Participate in the development of instructional materials.

6. Participate in curriculum development for the specific training assignment and for the total program.

7. Seek the assistance of resource persons who are informed about and responsible for the instruction of students with various mental, physical, educational, and other handicaps.

8. Assist in placement of students.

9. Cooperate with local vocational counseling guidance, and placement personnel.

10. Assist the administrator in the preparation of financial reports, data, and other descriptive reports concerning the training program.

Qualifications

Professional. Shall hold a valid California Teaching Credential authorizing teaching of the vocational subject.

JOB DESCRIPTION

Position: Intake/Counselor/Job Developer

Program: Los Angeles Trade-Technical College

Statement of Duties and Responsibilities

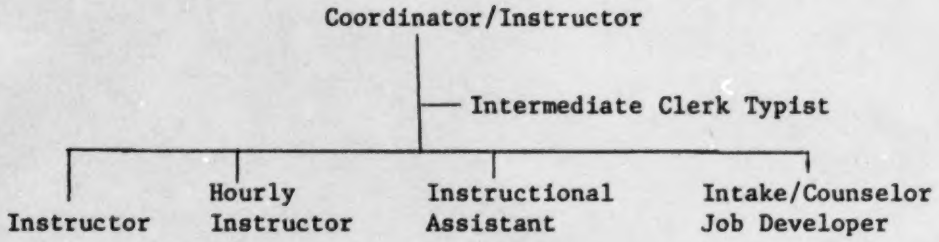
1. Recruit applicants for program in order to achieve significant segment goals.
2. Develop with program staff screening process to select participants.
3. Prepare employability development plans.
4. Monitor progress of participants towards occupational goals.
5. Counsel students or arrange counseling for special needs.
6. Meet with program staff to review particpants' and program's accomplishment of goals.
7. Prepare job development plan.
8. Contact industry to pursue job placement by mail, phone, advisory meetings.
9. Establish close contacts with potential employers.
10. Maintain records of job referrals, placements, and retention.
11. Maintain contact with employer and particpant after placement.

Qualifications

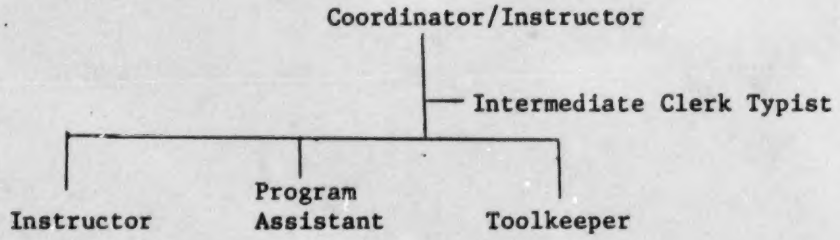
Knowledge and experience in recruitment, counseling and job development in training programs or related programs.

C. Los Angeles Valley College

1. Computer Operator Program




2. Machine Shop Operator



## JOB DESCRIPTION

POSITION: Coordinator/Instructor

PROGRAM: Los Angeles Valley College - Computer Operator

STATEMENT OF DUTIES AND RESPONSIBLITIES

1. Prepare Operational Plans for the training program.
    a. Intake
    b. Employability Development Process
    c. Program Activity/Training Plan
    d. Job Development
    e. Administration Plan
2. Operate program in accordance with operational plans, City of Los Angeles contract, federal guidelines and District Policies and Procedures.
3. Assist in the development of in-service training programs for program staff.
4. Prepare, submit and maintain payroll, financial, statistical, descriptive and any other reports required or necessary for operation of program.
5. Represent the college on program matters in dealing with other activities and private employers.
6. Establish advisory group and maintain records of meetings.
7. Assist in promoting and publicizing program.
8. Attend workshops, conferences and meetings on program matters.
9. Instruct participants in assigned subject areas in preparation for job placement.
10. Prepare training plan for subject area in accordance with contract and target occupational and skill levels.
11. Submit attendance reports as required.
12. Submit reports on student progress and consult with other staff members on student progress and development.
13. Assist in the end of program reports and notices.
14. Perform any other duties as required and may be reasonably expected in planning and operation of program.
15. Under supervision of Coordinator of CETA Programs and Director of Instructional Services coordinate and implement operation of STIP II Program.

## JOB DESCRIPTION

POSITION: Coordinator/Instructor

PROGRAM: Los Angeles Valley College - Machine Operator

STATEMENT OF DUTIES AND RESPONSIBILITIES

1. Prepare Operational Plans for the training program.
    a. Intake
    b. Employability Development Process
    c. Program Activity/Training Plan
    d. Job Development
    e. Administration Plan
2. Operate program in accordance with operational plans, City of Los Angeles contract, federal guidelines and District Policies and Procedures.
3. Assist in the development of in-service training programs for program staff.
4. Prepare, submit and maintain payroll, financial, statistical, descriptive and any other reports required or necessary for operation of program.
5. Represent the college on program matters in dealing with other activities and private employers.
6. Establish advisory group and maintain records of meetings.
7. Assist in promoting and publicizing program.
8. Attend workshops, conferences and meetings on program matters.
9. Instruct participants in assigned subject areas in preparation for job placement.
10. Prepare training plan for subject area in accordance with contract and target occupational and skill levels.
11. Submit attendance reports as required.
12. Submit reports on student progress and consult with other staff members on student progress and development.
13. Assist in the end of program reports and notices.
14. Perform any other duties as required and may be reasonably expected in planning and operation of program.
15. Under supervision of Coordinator of CETA Programs and Director of Instructional Services coordinate and implement operation of STIP II Program.

JOB DESCRIPTION

**Position:** Intermediate Clerk Typist

**Program:** Los Angeles Valley College - Computer Operator

Statement of Duties and Responsibilities

1. Performs all clerical duties and provides typing services.
2. Composes letters and reports from oral instructions.
3. Maintains office records and files on trainees and full training staff.
4. Arranges appointments for participants and staff.
5. Answers and refers inquiries and provides approved information to public and District personnel over telephone and in office concerning CETA-STIP program.
6. Receives and distributes office supplies.
7. Keeps time records of program staff.
8. Other related duties as assigned.

Qualifications

Professional. Shall be selected from the current personnel commission list authorizing the performance of the above listed duties.

JOB DESCRIPTION

Position: Instructor

Program: Los Angeles Valley College - Computer Operator

Statement of Duties and Responsibilities

1. Provide instruction that is realistic in terms of current and future job specifications.

2. Provide related instruction with field work, laboratory work, or other occupational experience that is appropriate to the vocational objectives of the student.

3. Utilize a variety of teaching methods which will promote the attainment of desirable goals by each student.

4. Arrange sufficient contact with the work community so that vocational competency of the instructors will be maintained.

5. Participate in the development of instructional materials.

6. Participate in curriculum development for the specific training assignment and for the total program.

7. Seek the assistance of resource persons who are informed about and responsible for the instruction of students with various mental, physical, educational, and other handicaps.

8. Assist in placement of students.

9. Cooperate with local vocational counseling guidance, and placement personnel.

10. Assist the administrator in the preparation of financial reports, data, and other descriptive reports concerning the training program.

Qualifications

Professional. Shall hold a valid California Teaching Credential authorizing teaching of the vocational subject.

JOB DESCRIPTION

**Position:** Intake/Counselor/Job Developer

**Program:** Los Angeles Valley College - Computer Operator

Statement of Duties and Responsibilities

1. Recruit applicants for program in order to achieve significant segment goals.
2. Develop with program staff screening process to select participants.
3. Prepare employability development plans.
4. Monitor progress of participants towards occupational goals.
5. Counsel students or arrange counseling for special needs.
6. Meet with program staff to review participants' and program's accomplishment of goals.
7. Prepare job development plan.
8. Contact industry to pursue job placement by mail, phone, advisory meetings.
9. Establish close contacts with potential employers.
10. Maintain records of job referrals, placements, and retention.
11. Maintain contact with employer and participant after placement.

Qualifications

Knowledge and experience in recruitment, counseling and job development in training programs or related programs.

JOB DESCRIPTION

**Position:** Instructional Assistant

**Program:** Los Angeles Valley College - Computer Operator

Statement of Duties and Responsibilities

1. Assist the instructor in training of participants.
2. Assist students individually and in small groups.
3. Monitors use of instructional facilities.
4. Reviews assignments submitted by particpants.
5. Assist instructors in design and development of study aids.
6. Maintains records of training program.

Qualifications

Experience in occupational field and shall be selected from current personnel commission list.

## V. FISCAL PROCEDURES

A. A budget and accounting manual for the California Community Colleges is attached which constitutes the fiscal procedures for the Los Angeles Community College District. Most transactions can be handled through normal District processes (e.g., obtaining equipment or supplies through purchase orders). Textbooks, immediate consumable supplies and supportive services for participants are processed through a reimbursement system. The following procedures and forms will apply:

1. Obtain an invoice or claim from the vending/expenditure source. Possibilities are:

   a. Bookstore invoice for textbooks or supplies purchases at the college bookstore which will be treated as an internal accounting transaction. The CFA has the means for handling these transactions.

   b. Special participant mileage or bus travel request form.

   c. Invoice from a child care provider is acceptable, provided you add the Federal Identification Number for an organization or the Social Security Number for an individual).

   d. Invoice from a dentist, a doctor, or some other legal provider of emergency medical services.

2. Attach and sign the certification form (copy enclosed) authorizing the expenditure for your program on campus.

3. Forward the invoice approved for payment by the project director and certification to the College Fiscal Administrator for encumberance.

4. The CFA will forward the invoice and certification to the District Offices, Accounting Branch.

5. Specially funded programs will submit the invoices to Accounts Payable who will issue the warrants.

B. For the monthly fiscal report the program director will submit to specially funded projects accounting the following by the tenth day of the month:

1. Current listing of participants
2. Current staff list
3. Detail of participant payroll

Specially funded projects accounting will review the forms and prepare a consolidated monthly financial report to include:

1. Summary sheet
2. Monthly statement of costs
3. Details of equipment purchases, rented or leased
4. Certificate of compliance with tax regulations

The above will be submitted to the City by the end of the month.

## VI. INTERNAL MONITORING PLAN

Program directors are responsible for insuring that all applicable guidelines, regulations and requirements of the Department of Labor, City of Los Angeles and District are complied with.

Monthly progress reports and the participant roster are to be submitted by the program directors to the District coordinator by the fifth working day of the month or as scheduled by the coordinator. The District coordinator will submit to the City by the tenth working day of the month.

The source documents (SD 1,2,3,4, and 5) are to be submitted to the City by the program director within the timelines of the City's managment information system. A copy of the SD's is to be sent to the District Coordinator.

A monthly meeting will be held of program directors and the District Coordinator to review the progress of the programs in regard to program objectives and plans. The District Coordinator will review program progress by review of miscellaneous reports, fiscal reports, periodic visits to program and discussions with City staff on progress of program.

## VII. PUBLIC FUNDING SOURCES

The Los Angeles Community College District is a public agency funded by local and state taxes. Grants are also received from federal, state, and local agencies.

ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024

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